

Timeline for Center Application Submission and Review

Career Center Application and Review

Tasks	Month	1	2	3	4	5	6
	Career Center prepares application and requests ADA Review of Center. Center submits completed application to LWIB. Application includes: <ul style="list-style-type: none"> Application Request Letter to LWIB, signed by all partners Center's Self-assessment Required Documentation 						
	LWIB assigns application to Certification Review Team						
	Review Team conducts desktop review of documentation						
	Review Team conducts on-site Center reviews						
	Review Team Completes Reviewer's Evaluation Guide and recommends certification						
	Review Team submits its report and recommendation simultaneously to the Center and the LWIB						
	LWIB reviews Certification Review Team's report and prepares and presents the certificate to the Career Center/Affiliate Site						

Should a Career Center not meet the Standards of Certification, the Center receives technical assistance and re-applies for certification in a subsequent certification cycle.